

## **15 DAY NOTICE**

(Pursuant to Title 1, California Code of Regulations, Section 44)

### **AVAILABILITY OF MODIFIED TEXT**

NOTICE IS HEREBY GIVEN that the Bureau of Security and Investigative Services has proposed modifications to the text of Sections in Title 16, Division 7 of the California Code of Regulations which were the subject of a regulatory hearing on September 7, 2004. A copy of the modified text is enclosed. Any person who wishes to comment on the proposed modifications may do so by submitting written comments, including those sent by mail, facsimile, or e-mail, between September 21, 2004, and/or before October 6, 2004, to the following:

Contact Person	Noreene DeKoning
Agency Name:	Bureau of Security and Investigative Services
Address:	401 "S" Street, Suite 101 Sacramento, CA 95814

DATED \_\_\_\_\_

\_\_\_\_\_  
Steven V. Giorgi  
Chief

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES  
DEPARTMENT OF CONSUMER AFFAIRS

The initial public notice of proposed text was published on July 23, 2004. A public hearing was held on September 7, 2004. In response to both written and verbal comments received by the Bureau, the proposed text was modified. The language modifications to the first proposed text and to this amended proposed text are identified as follows:

**LEGEND**

<b>Single Underline</b>	Identifies proposed additions to the existing regulations as indicated and noticed on July 23, 2004.
<b>Double Underline</b>	Identifies additions to the amended proposed text, pursuant to this notice.
<b>Strikeouts</b>	Identifies proposed deletions of existing regulations as indicated and noticed on July 23, 2004.
<b>Bold Strikeouts</b>	Identifies deletions to the amended proposed text pursuant to this notice.

**Specific Language**

The Department of Consumer Affairs, Bureau of Security and Investigative Services, is hereby adopting a regulation in Division 7 of Title 16 of the California Code of Regulations as follows:

**ARTICLE 9. SKILLS TRAINING COURSE FOR SECURITY GUARDS**

**643. SKILLS TRAINING COURSE FOR SECURITY GUARDS**

The course of skills training for licensed security guards shall follow the standards prescribed by the Department of Consumer Affairs. Pursuant to section 7583.6 of the Business and Professions Code the following outline includes the subjects that shall be taught and the maximum number of hours that shall be allowed towards meeting required training. For each course, or series of courses, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course. The certificate shall identify the course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual and instructor and a date, and state that the course(s) comply with the Department of Consumer Affairs' Skills

Training Course for Security Guards. Further, the certificate should be serially numbered for tracking.

## **I. POWER TO ARREST COURSE OUTLINE**

The Power to Arrest Course consists of eight (8) hours of training that shall be completed prior to a licensed guard standing post. The course will consist of lecture, discussions, exercises and role-playing in addition to reading and completing the Department of Consumer Affairs' Power to Arrest Training Manual. Pursuant to Business and Professions Code Section 7583.7. (a) the following outline includes specific subjects that shall be taught in the recommended format.

### **A. Training** 8 hours

Objective: To familiarize and instruct the individual on the legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. This will include lecture, discussion, exercises and role-playing.

1. Overview of Power to Arrest Manual and subject matter.
2. Definition of arrest and discussion on the implications to the subject, the guard and the company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force, including role-playing and/or exercises.
4. Exercises in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement, including role-playing in the proper application of trespass laws.
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

## **II. MANDATORY COURSES OUTLINE**

Objective: To familiarize and instruct the individual on basic skills and provide a common body of knowledge in the performance of guard work. All courses shall include information and subject matter pertaining to the outline provided. Additionally, all courses shall include written material, lecture **and or** exercises to assure that the individual comprehends the subject matter presented. Two of the mandatory courses shall be completed within the first thirty (30) days from the day the guard registration card is issued (8 hours). The remaining two courses shall be completed within the first six (6) months from the day the guard registration card is issued (8 hours). Pursuant to Business and Professions Code Section 7583.6. (b) the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed toward completion of the Mandatory Courses.

### **A. Public Relations (Community & Customer)** 4 hours

1. Gender & Racial Harassment & Discrimination
2. Respect:
  - Stereotyping
  - Attitude

3. Verbal Skills / Crisis Intervention
4. Cultural Diversity
5. Substance Abuse & Mental Illness
6. Ethics & Professionalism
  - Appearance
  - Command Presence
  - Proper Conduct

**B. Observation & Documentation**

4 hours

1. Report Writing
2. English as a Second Language
3. Observation and Patrol Techniques
4. Asking Appropriate Questions
5. Observing Suspects / Suspicious Activity

**C. Communication and its Significance**

4 hours

1. Internal
  - Contract Support (Who to Contact & When)
  - Radio / Monitors
  - Other Technology
2. External
  - Firefighters
  - Medical Personnel
  - Police / Sheriff / Other Enforcement
  - City Services / Government Services

**D. Liability / Legal Aspects**

4 hours

1. Personal / Contractor / Employer
2. Criminal, Civil, Administrative
3. BSIS Code & Regulations
4. Role of a Security Guard

**III. ELECTIVE COURSES OUTLINE**

Objective: to familiarize and instruct the individual of basic employer requirements in the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include a mixture of written materials, lecture **and or** exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training. A minimum of eight (8) hours of elective courses shall be completed within the first thirty (30) days from the day the guard registration card is issued. An additional eight (8) hours of elective courses shall

be completed within the first six (6) months from the day the guard registration card is issued. Pursuant to Business and Professions Code Section 7583.6. (b) the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed toward completion of the elective courses.

**A. Post Orders & Assignments**

4 Hrs. Maximum

1. Site Specific Training
2. Equipment
  - Monitoring
  - Communication
  - Alarms
  - Elevators, Etc.
3. Emergency Response Issues
4. Liability Implications
5. Lost / Found Articles

**B. Company Policies / Orientation**

4 Hrs. Maximum

1. Company Reports / Paperwork
2. Reporting Processes / Procedures
3. Tax Forms, Health Forms, Etc.
4. Uniforms
5. Work Schedules
6. Other Internal Policies, Processes or Procedures

**C. Evacuation Procedures**

2 Hrs. Maximum

1. Fire / Life / Safety / Acts of Nature
2. Working Knowledge of Evacuation Routes
  - Stairs
  - Elevators
  - Doors
3. Power Outage
4. Specific Points of Contact

**D. Officer Survival Safety**

4 Hrs. Maximum

1. Threat Assessment
2. Subject Contact
3. Safety Awareness
4. Blood Born Pathogens
5. Environmental Issues

**E. Arrest, Search & Seizure** 4 Hrs. Maximum  
**(more advanced than PTA course)**

1. PC 836, 837 & the Differences
2. US Constitution & Amendments Impacting Guard Responsibilities
3. Loss Prevention

**F. Access Control** 2 Hrs. Maximum

1. Identification Procedures
2. Electronic Use – Manual

**G. Trespass** 4 Hrs. Maximum

1. Open Land
2. Private Property
3. Private Building
4. Public Property

**H. Criminal Laws** 2 Hrs. Maximum

1. Specific to Post Assignment

**I. First Aid / CPR** 4 Hrs. Maximum

1. American Red Cross Courses
2. American Heart Association Courses
3. Automatic Defibrillator Devices (AED's)

**J. Handling Difficult People** 4 Hrs. Maximum

1. Communications
2. Conflict Management
3. Speaking Constructively
4. Valuing Diversity
5. Negotiating

**K. Work Place Violence** 4 Hrs. Maximum

1. Detecting Unusual Behavior / Warning Signs
  - Worker to Worker
  - Client to Customer
  - Boss to Subordinate
2. Anger Management
3. Valuing Diversity
4. Personal Security
5. Reporting

**L. Chemical Agents** 8 Hrs. Maximum

1. Tear Gas Use and Effects
2. Pepper Spray Use and Effects
3. Air Borne Chemical Agents
4. Water Borne Chemical Agents

**M. Preserving the Incident Scene** 4 Hrs. Maximum

1. Identifying Evidence
2. Care and Handling of Evidence
3. ~~Quarantining~~ Securing the Immediate Area
4. Legal Issues to Evidence Tampering and/or Removal

**N. Crowd Control** 4 Hrs. Maximum

1. Controlling Boisterous Celebrations
2. Handling Disputes
3. Confronting Conflicts Constructively
4. Planning for Civil Disobedience / Disturbances

**O. Driver Safety** 4 Hrs. Maximum

1. Cars
2. Bicycles
3. Golf Carts

**P. Supervision** 4 Hrs. Maximum

1. Roles and Responsibilities
2. Legal Liability

**Q. Courtroom Demeanor** 4 Hrs. Maximum

**R. Parking / Traffic Control** 2 Hrs. Maximum

**S. Radio Procedures** 2 Hrs. Maximum

**IV. Continuing Education**

**Objective: to provide additional or remedial instruction in private security subject matter. The continuing education requirement, of an additional 8 hours annually pursuant to Business and Professions Code Section 7583.6(f) (1), commences on or after January 5, 2005. The annual training may be provided by an independent training entity or may be provided by the employer. Employer provided training**

must be supported by an annual employer evaluation of the licensed guards' skills. The annual training may be a repeat of a previous course(s) if the employer evaluation supports that the employee is deficient in the skills or capabilities, or may be additional course(s) on applicable topics within the private security profession. The elective courses with 4 hour maximum time limitations for the initial Skills Training Course For Security Guards may be expanded in depth to 8 hour courses to meet the annual training hours. For each course completed, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course in compliance with the appearance requirements stated in Title 16, California Code of Regulations, Section 643 (b).

---

STEVEN V. GIORGI, CHIEF  
BUREAU OF SECURITY & INVESTIGATIVE SERVICES

---

DATE